



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 08-08

10 March 2008

**NEW EMPLOYEE ASSISTANCE PROGRAM (EAP) PROVIDER
FEDERAL OCCUPATIONAL HEALTH (FOH)**

EXPIRATION: 31 DECEMBER 2008

1. Effective immediately, the new service provider for the Employee Assistance Program (EAP) is Federal Occupational Health (FOH). FOH provides no cost short-term, professional, confidential assessment counseling services for federal technicians and their family members. Technicians and family members have 24 hour-a-day/7 day-a-week telephone access to EAP at **1-800-222-0364**, as well as the FOH website located at: www.foh4you.com.
2. Counseling services are provided by licensed and/or certified counselors with a minimum of a master's degree and five years of post-graduate experience. Counseling services are available for a wide range of personal issues. Referral services, such as finding family care, day care, and elder care, are also free services. General financial and legal questions are provided over the phone at no fee. More in-depth financial and legal counseling and services are offered at a discounted rate. All information, whether by phone, website, or face-to-face counseling, is confidential, except for the select few issues governed by law, such as threat to commit suicide, posing a threat to others, child abuse, or serious criminal acts.
3. The following are instructions to establish an account, if desired. The website will automatically route you to the following: <https://www.magellanassist.com>. First time visitors, click on "Enter" and then "Register" at the top of the screen. Click on "New User," establish a user name and password, then set your personalized security question and answer. Provide your email address if you choose to get newsletters and other helpful information sent to you directly. Under agency, select "Army" or "Air" National Guard and then enter "California."
4. There is a special section for supervisors with a 15-minute presentation and links to other tools and resources regarding experience in writing, reviewing or evaluating mission objectives. Click on "A Supervisor's 24/7 Resource - Supervisor Orientation to the EAP" near the bottom of the page on the right hand side.
5. New brochures, posters and information on EAP will be mailed to all the Remote Designees once they become available. If you do not receive a brochure or information within 45 days from the publication of this TAAI, please check with your HRO Remote Designee, or you may contact TSgt Howard Bentley, CAGNET 63636, DSN 466-3636, or (916) 854-3636.

A handwritten signature in black ink, appearing to read "L. Cooper".

LAWRENCE D. COOPER
COL, GS, CA ARNG
Director for Human Resources

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